

<b>DECE</b> Division of Early Care and Education	STATE OF WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES	
	<b>Log No:</b> DECE-BCCA-2013-04	<b>Effective Date:</b> February 22, 2013
	<b>Originating Bureau:</b> Child Care Administration	
	<b>Key Words:</b> Interview, ICS, NOMI, Intake, Interview	

### CWW SYSTEM ENHANCEMENT

**To:** Local Child Care Administrative Agencies  
**Subject:** Child Care Notice of Missed Interview (NOMI)  
**Purpose:** Introduce automated Notice of Missed Interview  
**Date:** February 14, 2013

Beginning February 22, 2013, CARES Worker Web (CWW) will automatically send a Notice of Missed Interview (NOMI) to Wisconsin Shares applicants who miss their intake interview. The appointment details page of the ICS (the CWW Integrated Client Schedule) has been modified to provide a check box for indicating that the appointment is for Child Care. The FoodShare drop down has been changed to a check box.

The Child Care NOMI will behave like the FoodShare NOMI. In order for a notice to be triggered:

- There must be a Child Care Request recorded in CWW and the request must be less than 30 days old;
- The “child care” indicator must be checked on the ICS appointment detail page.
- At the end of the day that the appointment is scheduled for, the appointment status is marked as “Scheduled” or “Waiting”, or “Abandoned”. If it is marked “Seen” the NOMI will not be generated.
- The appointment type is one of the following:

EO – Eligibility Review/Office	MP – ES Intake Interview/2 <sup>nd</sup> Phone
IF – ES Intake Interview/Office	RP – ES Eligibility Review/Phone
IP – ES Intake Interview/Phone	IN – Intake/No Phone
IR – ES Intake Interview/2nd	RN – Renewal/No Phone

The list includes intake and review appointments to accommodate situations when the child care appointment is added to a review for another program; when this happens, the appointment may be designated as review appointment in iCS. As a result, a Child Care NOMI will be triggered if the parent misses the appointment as long as the other criteria are met. NOMIs will not be triggered for Child Care reviews because the Child Care Request date will be more than 30 days old.

Contact: If you have questions about this technical memo, please contact the Child Care Help Desk at [childcare@wisconsin.gov](mailto:childcare@wisconsin.gov) or (608) 264-1657.